

I. **Position Title:** Amphitheater Assistant Stage Manager
Temp/Seasonal

Revision Date: 07/06
EEO Function: Parks & Rec
EEO Category: Admin. Support
Status: Non-exempt
Control Number: 50775

II. **Summary Statement of Overall Purpose/Goal of Position:**

Under the direction and supervision of the Amphitheater Stage Manager, responsible to assist with the general stage, lighting, and sound operation of the Sandy City Amphitheater.

III. **Essential Duties:**

- Assist in coordinating all technical needs of artists with artists' technical crews.
- Assist in the use, design, and movement of all sound, lighting, and stage elements.
- Reports missing or malfunctioning equipment to the Stage Manager.
- Work with Stage Manager to see that all technical riders are met.
- Assist with sound and lighting set-up for shows and rehearsals as requested.
- Attends staff meetings as requested.
- Oversee Sandy Arts Guild productions including rehearsals, productions and production meetings.
- Assists Stage Manager in other duties as requested.

V. **Qualifications:**

Education: High school diploma or equivalent required.

Experience: Five years closely related work experience; may substitute any equivalent combination of education and experience.

Knowledge of: General technical operation of stage in similar or larger facility.

Responsibility for: Responsibility for the efficient and effective operation of sound, lighting, and stage elements.

Communication Skills: Interacts with other City professional and technical staff. Must have the ability to communicate in a professional and courteous manner with the general public. Must dress and groom in a manner congruent with the image of Sandy City.

Tool, Machine, Equip. Operation: Amphitheater stage, sound, and lighting equipment. Stage lifts.

Analytical Ability: Must have the ability to gather data and information and report such to the Stage Manager relative to technical needs.

VI. **Working Conditions:**

Working conditions include outdoor exposure, and may experience and be exposed to a variety of weather conditions. May involve prolonged exposure to rain, wind, etc. Some hazards associated with installing and focusing lighting and working in proximity to high voltage. Weekend and some holiday work will be required.

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employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same or similar position. Management reserves the right to add or change duties at any time.